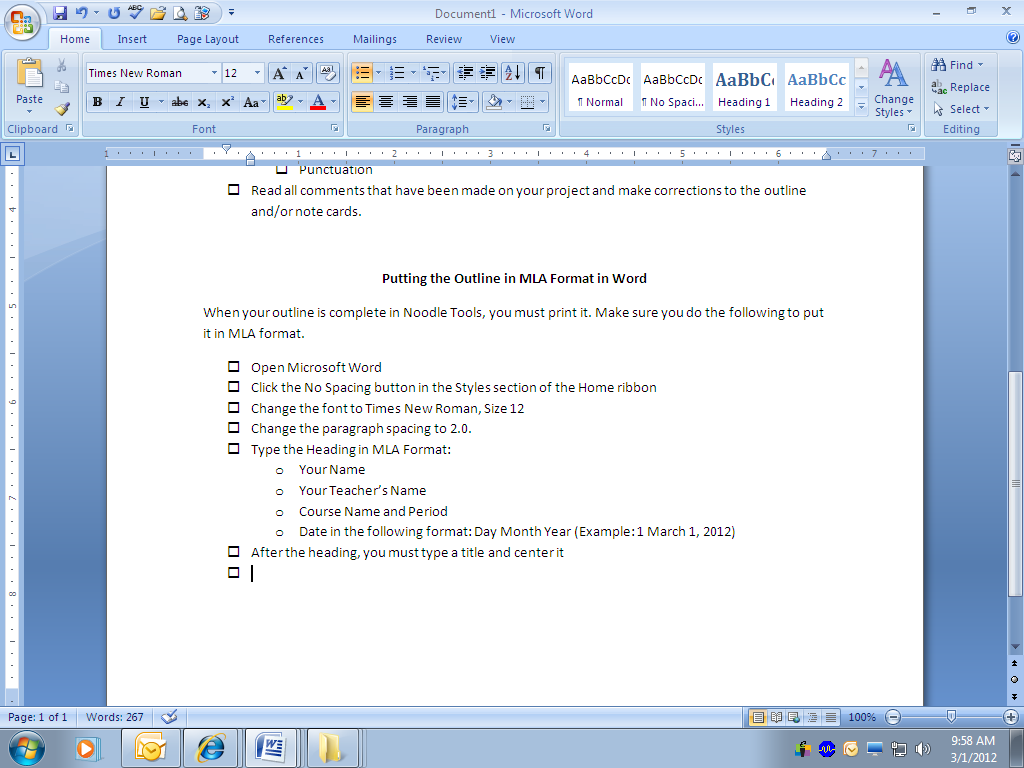
**Outline Checklist**

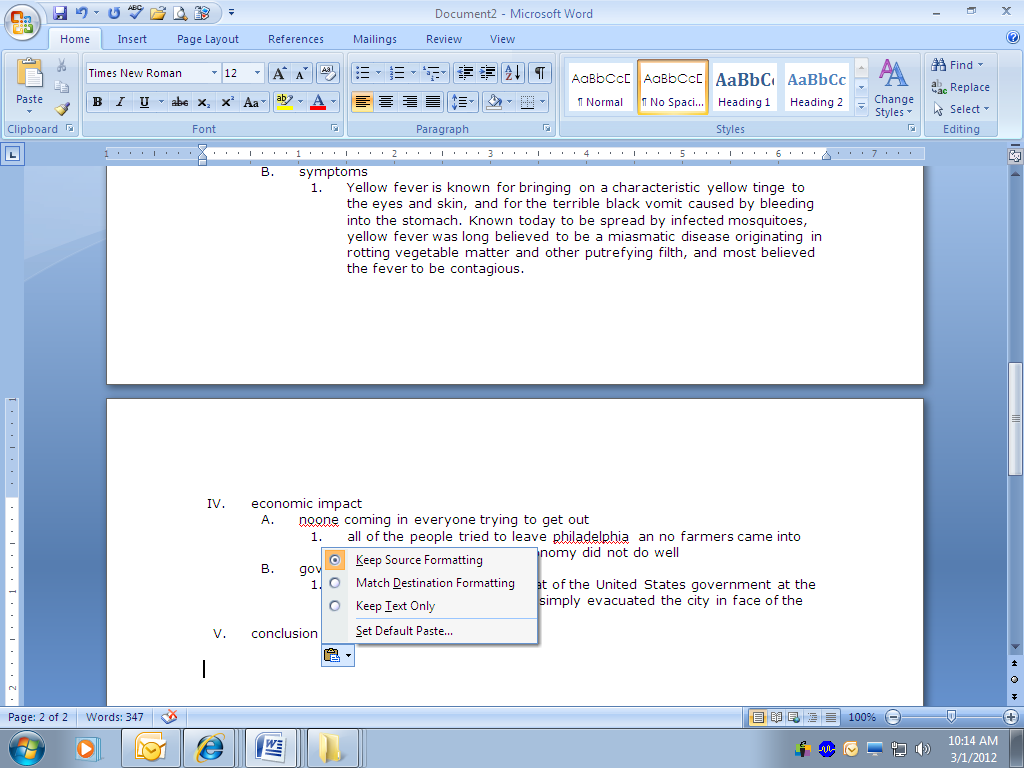
Before printing your outline from Noodle Tools, make sure you have done the following:

* Check that you have used all of the important information from your notes.
* Check that you have included your thesis statement in your introduction.
* Check that you have enough information to support your thesis.
* Check that your information is typed under the correct heading.
* Make sure the information in your outline is a paraphrase. If it is a direct quotation, you must put quotation marks around it.
* Check the levels of your outline.
  + You should have at least 5 headings: Introduction, the 3 major topics from your thesis, conclusion.
  + An A should have a B; a 1 should have a 2, etc.
* Check your conventions:
  + Spelling
  + Capitalize the first letter of each line
  + Capitalize all proper names
  + Punctuation
* Read all comments that have been made on your project and make corrections to the outline and/or note cards.

**Put the Outline into Microsoft Word / Format in MLA Style**

When your outline is complete in Noodle Tools, you must print it. Make sure you do the following to put it in MLA format.

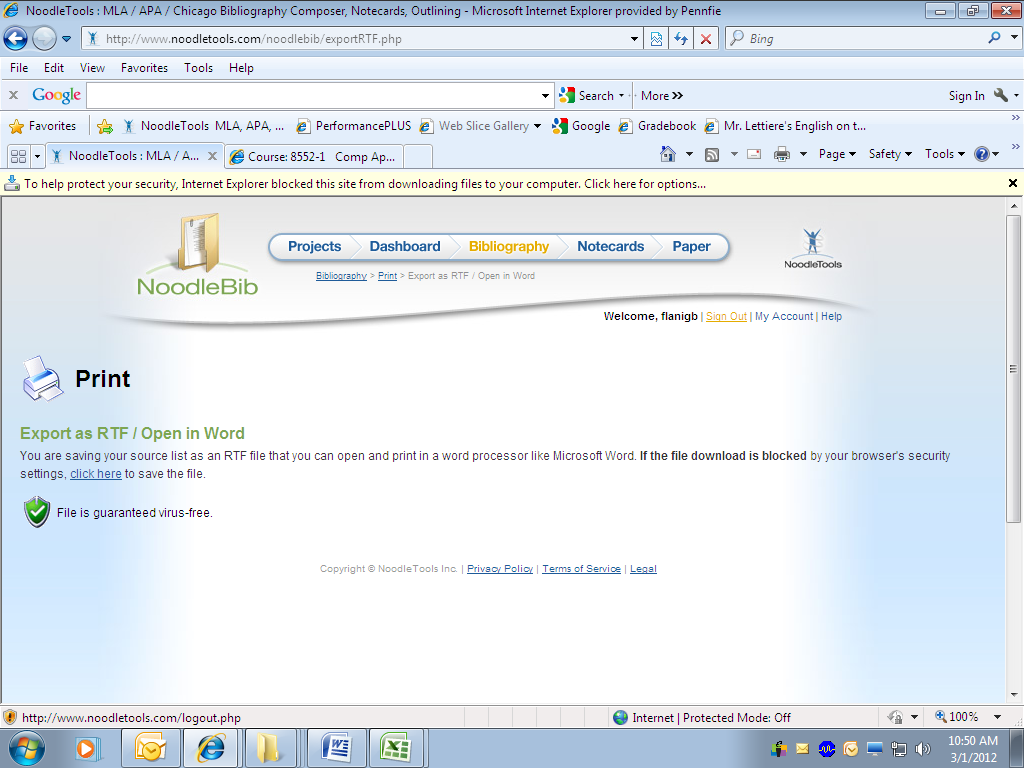
* Open Microsoft Word
* Click the No Spacing button in the Styles section of the Home ribbon
* Change the font to Times New Roman, Size 12
* Change the paragraph spacing to 2.0.
* Type the Heading in MLA Format:
  + Your Name
  + Your Teacher’s Name
  + Course Name and Period
  + Date in the following format: Day Month Year (Example: 1 March 1, 2012)
* After the heading, you must type a title and center it. Press enter and then click the Align text left button (or press Ctrl L)
* Minimize Word
* Go back to the Notecards section of Noodle Tools.
* Click the print icon above your outline.
* Select *Print outline without Notecards*
* If you get a message that the popup has been blocked, click the yellow bar above the webpage and select *Always allow popups from this site*. Then select the print icon again.
* Your outline will appear in a new window
* Highlight your entire outline (either press Ctrl A or click and drag through all of the words). Right click and select Copy
* Go back to Microsoft Word.
* Right Click on the line below the title (make sure the paragraph is left aligned before you do that). Click Paste.
* You will see a smart tag that looks like a clipboard. Click on that and select *Match Destination Formatting*



* Your outline is now in MLA format in Word.
* Perform a spell check and make sure your grammar and punctuation are correct

**Printing your Works Cited Page from Noodle Tools**

* In Noodle Tools, Click Bibliography
* Click the Print/Export button. Select Print/Export to Word
* You will see the following message at the top of your screen:



* Click on the yellow bar and click Download File. When the window pops up asking you if you want to open or save the file, click Open. You should now see your Works Cited page. Save to your H drive before printing.
* Staple your Works Cited page to the back of your outline.